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August 27, 2003

Mr. Andy Hamp
Contracting Officer
U. S. Environmental Protection Agency
Region VIII, Mail Code (8TMS-G)
999 18th Street, Suite 500
Denver, Colorado 80202-2466

Project: RAC Contract No. 68-W5-0022
Work Assignment No. 137-RIRI-08BC

DCN: 3282-137-CO-EPOU-18563

Subject: Request for Approval of Overtime, Libby Asbestos Remedial Investigation

Dear Mr. Hamp:

In accordance with the terms of our contract, we request approval to incur overtime and pay overtime premium for the hourly non-exempt employees for operations of the Libby Asbestos Remedial Investigation (137) during the 2003 field season.

The overtime premium is needed to fully staff the site, which will maximize the efficiency of site operations. Paying overtime will reduce the overall costs to the project. If these employees were not working overtime additional staff would be required to complete the project within the proposed field season. These additional employees would increase overall project costs do to the need for added per diem, travel, lodging, training and supervision.

The current non-exempt employees will incur approximately 1,500 overtime hours, which equates to approximately \$14,000.00 in premium wages. Should you have any questions regarding this work assignment, please call me at (720) 264-1125.

Sincerely,

Richard L. Culver
Contract Financial Administration Manager
CDM FEDERAL PROGRAMS CORPORATION

attachments

cc: J. Powell, EPA Project Officer
J. Christiansen, EPA Project Manager
J. Montera, CDM Project Manager

DCN